



# Glossary for the Career Opportunities System (COS)

*To better understand the Career Opportunities System (COS), please familiarize yourself with the terms and their definitions below.*

**Agency Level User:** Access to COS is based on different security levels or Agency Level user types. The level of access determines who can create requisitions, approve requisitions, update HR statuses, send eLinks, and see protected applicant information.

**Auto Req ID:** Often referred to as the “BR” number, the Auto req ID is the job requisition number or req number. It is a system-assigned identifier with the format xxxxxBR (where ‘x’ is a number). It is assigned once the requisition has been saved the first time and is never reused.

**Bypass Review:** Candidates who have applied to any of the Immediate Fill job postings are reviewed for minimum qualifications prior to register certification and do not follow the Minimum Qualification Review (MQR) process. Instead, agencies update selected candidates’ HR statuses to *Bypass Pers Cab Review*. This bypass shall only be used for Immediate Fill requisitions that were not posted for a 10-day period. *Note:* Refer to the definitions for **Immediate Fill** and **Minimum Qualification Review (MQR)**.

**Candidate Reference Number:** A system-assigned number that is unique to every person, or candidate, who creates a profile and application in COS. It is generally used as reference in communications between applicants, the Personnel Cabinet, and the vendor.

**Candidate Type:** A system identifier based on how a candidate submitted their application. Candidate types may also be updated by the Personnel Cabinet to identify unique characteristics of a candidate as follows:

- **Converted** – Indicates the candidate has a talent record that was imported from a legacy system and has not applied online through COS.
- **COS** – Indicates the candidate has applied online through COS. This is the most common candidate type and is automatically assigned upon creation of a COS profile and application.
- **Inactive** – Indicates the candidate is not available or eligible for consideration. Manually set by the Personnel Cabinet as a flag for a deceased applicant or for various punitive actions.
- **Invalid SSN** – Indicates the candidate has entered an invalid or incorrect Social Security Number on their application. It is manually set by the Personnel Cabinet and is changed back to the COS candidate type when corrected. It serves as a flag to agencies and the Personnel Cabinet when initiating processes that rely on correct data.

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- **Merged Account** – Indicates the candidate is not eligible for consideration. It is an account where multiple applicants have shared COS logins and passwords and have mixed their contact information and job histories. A merged account cannot be reliably used to determine an individual's qualifications.
- **Paper Submission** – Indicates the candidate has submitted a paper application instead of applying online. A condensed candidate profile is created by the Personnel Cabinet, and the paper application is scanned to the attachments tab in the candidate's talent record. This candidate type is rare.
- **Reemployment** - A reemployment (REM) candidate is a former state employee with status who was laid-off through no fault of their own. By law, reemployment candidates have re-hire rights that supersede those of all other candidates, except for other reemployment (REM) candidates with greater seniority.

**Career Opportunities System (COS):** The Commonwealth's online recruitment tool consisting of two parts: the IBM Kenexa BrassRing on Cloud™ website which Commonwealth employees use for application review and recruitment; and the talent gateway, or the Personnel Cabinet's career opportunities portal used by applicants to search for and apply to posted vacancies.

**Certificate Expiration Date:** This date is entered in the requisition details upon certification of the register to the agency. This date indicates that an action must be completed within ninety (90) days from the date of issue.

**Certified Register Report:** The certified register report is the official list of potential eligible candidates who may be considered for an appointment, promotion, or reemployment to a position in the classified service. The report exists as a spreadsheet in PDF format and is attached to the requisition in COS. The Personnel Cabinet sends an email notification to the Req Creator and the Agency Approver to indicate when the requisition is certified and available to view.

If a reemployment candidate or candidates have applied to this position, they will be the only names that appear on the certified register report and are listed in descending order of months of service. All other candidates are listed alphabetically under Internal Mobility or Competitive ranking values. In addition, candidates with verified Veteran's Preference will be identified with a "Yes" in the corresponding column. *Note:* Refer to the definitions for **Immediate Fill** and **Minimum Qualification Review (MQR)**. They have a direct relationship to the phrase "potential eligible candidates" used in this definition.



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**Classified Position:** A position in the executive branch of state government that is not exempt from the classified service under KRS Chapter 16, KRS 18A.115, KRS Chapter 156, or any other provision of law.

**Filtering:** A process used to identify candidates who match specific search criteria such as candidate responses to Preferences and Skills Questions (PSQs).

**Form:** Forms are used as the basis of workflow and are used for all actions in COS. They are used to document each step in an applicant's progress from initial application to final appointment. Depending on your Agency level user type, the following forms may be opened and viewed by clicking on the forms icon and then on the form name:

- Talent Gateway form
- Job Response form
- EEO form

**HR Status:** HR Statuses are used to identify each candidate's stage in the workflow for each of your requisitions. The workflow begins with candidates at a **Certified** HR status and may end in an **Appointment** of the selected candidate. HR Statuses can only be updated by the Personnel Cabinet and Agency Level 1 or 2 user types. A candidate's talent record also includes HR status history that shows all workflow stages prior to the current HR status.

**Immediate Fill:** Refers to a job classification title that is continuously advertised. Agencies have a consistent and/or critical need for these types of jobs. Applications are accepted at all times, regardless of whether an actual vacancy exists. When a hiring agency notifies the Personnel Cabinet of a vacancy for an Immediate Fill title, the approved applicants with the county choice (designated on an applicant's COS application) matching the vacancy location are referred to the hiring agency for consideration via certified register report. In order to maintain a current applicant pool, new Immediate Fill postings are created every 6 months and applicants who are interested need to apply to the new posting to remain eligible. *Note:* Because applications for these titles are reviewed prior to register certification, hiring agencies do not follow the **Minimum Qualification Review (MQR)** process. Instead, the *Bypass Pers Cab Review* HR status path is chosen as referred to in the definition for **Bypass Review**.

**Job Response Form:** This is a condensed version of the Talent Gateway Form. It contains only the information a candidate supplied at the time of submission to a specific COS job advertisement. It does not contain any fields on the application left blank by the candidate.



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**Job Submission Status:** A COS account tool used by applicants to confirm receipt of applications by the Personnel Cabinet and referral of applications to hiring agencies. It also provides general reasons for non-referral to the hiring agencies. It does not reveal specific phases of the selection process; therefore, an applicant cannot confirm consideration for interview or appointment through the Job Submission Status.

**Merged Account:** A merged account is where multiple applicants have shared COS logins and passwords and have mixed their contact information and job histories. A merged account cannot be reliably used to determine an individual's qualifications. Refer to the definition for **Candidate Type**.

**Method of Compliance:** These are the procedures that are emailed to agencies upon certification of the register. Agencies are directed to comply with the proper workflow process that is specific to the requisition type: MQ Review Requests are to be used on reqs that were posted for 10-days; Bypass of Personnel Cabinet Review is to be used for Immediate Fill requisitions only.

**Minimum Qualification Review (MQR):** Prior to the offer of an interview, a Minimum Qualification Review (MQR) is to be conducted by the Personnel Cabinet. The hiring agency identifies to the Personnel Cabinet the candidates they wish to consider for interview from a certified register for a ten-day posting. The Personnel Cabinet performs the MQR to ensure that the selected candidates meet the minimum requirements of education, experience or any special requirements. Upon completion of the MQR by the Personnel Cabinet, the agency is notified. Agencies should only offer an interview to those candidates at an HR status of "6-Approved MQ". *Note:* Refer to the definitions for **Bypass Review**, **Immediate Fill**, and **Veteran's Preference**.



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**Position Type:** A requisition form field used to designate a vacancy as one of the following:

- Full-time Merit (18A)
- Part-time Merit (18A)
- Full-time Interim (non-merit)
- Part-time Interim (non-merit)
- Full-time Federally Funded Time Limited
- 156-Career and Technical Education
- Part-time Federally Funded Time Limited
- Grant Funded Time Limited
- Co-op/Intern (non-merit)

**Preferences and Skills Questions (PSQs):** Agency developed questions relative to agency preference and/or candidate skill set. The hiring agency selects PSQs that are appropriate to the job title that is to be posted. Candidates are prompted to answer PSQs during the application process and their responses may be found on the **Job Response Form**. Candidate responses to the PSQs may be used as part of the evaluation process under 101KAR 2:066 Section 3.

**QA Review:** An HR status path used to initiate and indicate completion of background checks for candidates being seriously considered for merit appointment, promotion, or reemployment actions. The hiring agency updates the candidate's HR status to *QA Review Pending*. The Personnel Cabinet submits the candidate's information to the Administrative Office of the Courts (AOC) for review. Results are evaluated and the candidate's HR status is updated appropriately. Candidates updated to *QA Review Approved* are eligible for further employment consideration.

**Requisition (Req) Folder:** The COS location where the hiring agency and Personnel Cabinet can review candidates who have applied to a vacancy. It appears as an orange folder icon in COS.

**Req Status:** Used to identify the stages of a requisition.



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These statuses represent a typical path in order from start to finish:

- **Pending** – The req creator creates and saves a req and it remains in a pending status until approved by the agency approver and the Personnel Cabinet.
- **Approved** – This is a pass-through stage indicating that a req has been approved by the Personnel Cabinet. A req remains at this stage for a very short time before being opened.
- **Open** – Once approved, the Personnel Cabinet then opens the req. The req remains open through the posting and certification period. Open reqs are closed upon reaching the certificate expiration date or upon agency request. An open non-merit req is closed by agency request.
- **Closed** – Reqs are closed the next business day following the certificate expiration date or upon agency request. Once closed, agency level users are unable to see closed reqs and will no longer have access to candidate or req information.

These statuses are used by the Personnel Cabinet to suspend or purge requisitions:

- **Canceled** – This status is set by the Personnel Cabinet for reqs that are to be purged after individuals have applied, but prior to referral to the hiring agency. All applicants are sent an email informing them of the cancellation.
- **Deleted** – This status is set by the Personnel Cabinet for reqs that are to be purged after being created, approved, or opened, and do not have any applicants.
- **Hold** – The Personnel Cabinet sets pending reqs to this status when they are submitted for approval without proper authorization. Closed reqs are also sometimes re-opened and put on hold to allow a hiring agency to view candidate and req details in defense of appeals. The system prevents update of candidate HR statuses in reqs that are in a hold status.

**Search Agent:** A COS account tool set by the applicant to trigger automatic emails based on newly advertised vacancies. The applicant selects the criteria based on their employment interests - location, classification, pay grade, educational requirements, etc. COS agency users may also consider using a search agent in their personal accounts to serve as notification of their agencies' job postings as a means to assist with req management.

**Talent Gateway:** The Personnel Cabinet's career opportunities portal used by applicants to search for and apply to posted vacancies.

**Talent Gateway Form:** The form attached to the Talent Record which contains the Merit Application for Employment and all responses to Preferences and Skills Questions; the candidate's job application.



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**Talent Record:** The electronic document within COS that stores all information about a candidate, such as applications, resumes, system forms, HR Status history, and communications.

**Ten-Day Posting:** A Ten-Day posting is a job vacancy announcement that is posted on the Career Opportunities website for a minimum of 10 calendar days; agencies may request that they be posted for a longer period of time. Applicants may apply to these job postings 24 hours a day, 7 days a week. Vacancies are posted as *Competitive* or *Promotional* positions.

**Unclassified Position:** A position that is not part of the classified service under KRS 18A. The only types of unclassified vacancies advertised through COS are Federally Funded Time Limited (FFTL), Grant Funded Time Limited (GFTL), and Interim positions. The hiring agency does not receive a certified register for unclassified vacancies. *Note:* The recommended best practice is for unclassified vacancies to be posted for a minimum of one day to promote COS as a central advertising location. However, such advertisement is not required.

**Vacancy Type:** A requisition form field used to designate a merit vacancy as Competitive or Promotional. Competitive vacancies are open to all candidates. Promotional vacancies are open only to state merit employees. The vacancy type of "N/A" is used in conjunction with interim, FFTL, and GFTL position types.

**Veteran's Preference:** In accordance with *KRS 18A.150*, prior to making an appointment to a merit job posting, the agency must offer an interview to at least five candidates with Veteran's Preference who have been approved as meeting the minimum qualifications. The statutory obligation to offer an interview only includes those with preference at the exact time of certification.